



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY QUARTERMASTER CENTER AND SCHOOL  
ARMY CENTER OF EXCELLENCE, SUBSISTENCE  
1201 22D STREET  
FORT LEE, VIRGINIA 23801-1601

S: 16 February 2007

ATSM-CES-P (1mm)

26 January 2007

MEMORANDUM OF INSTRUCTION FOR 2007 Joint Food Service Awards Ceremony

PURPOSE: To outline actions required of award winning active army and reserve component units prior to and during the Philip A. Connelly Awards Ceremony.

DISCUSSION:

1. The 2007 Joint Food Service Awards Ceremony will be held during a formal dinner on 31 March 2007 at the Kansas City, Marriott Downtown, located at 200 West 12<sup>th</sup> Street, Kansas City, MO 64105. The ceremony is held in conjunction with the annual food service conference of the International Food Service Executives Association (IFSEA), from 29 March – 1 April 2007. The IFSEA cosponsors the Philip A. Connelly Awards Program and hosts the Connelly winners at their conference. The IFSEA and the Army announced the winners of the Garrison, Active Army Field, National Guard and Reserve Components competitions by Department of the Army, G-4, message on 21 December 2006.
2. This year's winning and runner-up units, Garrison, Active Army, National Guard and Reserve Components, may send two representatives (the food operations sergeant and a cook) to the IFSEA conference. The Department of the Army G-4 will provide funding for these representatives. The DA funded Food Operations Sergeants representing the winning and runner-up units will arrive in Denver, CO on 20 March 2007 to attend a one-week culinary training course at Johnson and Wales University. The remaining DA funded winners and runners-up designated to attend the IFSEA/Joint Food Services Award Conference will arrive in Kansas City, MO on 28 March 2007. **All DA funded attendees will depart on 1 April 2007. These representatives will receive tickets for the two major conference functions. The U.S. Army Quartermaster Center and School (USAQMC&S) will provide funding limits and funding information regarding travel and related per diem to the winning and runner-up units prior to the conference dates. **NOTE: ATTENDEES SHOULD ENSURE RECEIPT OF MAXIMUM TRAVEL ADVANCE (based on USAQMC&S funding limits) PRIOR TO DEPARTING HOME STATION, OR HAVE ADEQUATE PERSONAL FUNDS UPON ARRIVAL AT THE CONFERENCE SITE TO COVER THE HOTEL ROOM AND OTHER TDY EXPENSES, PENDING SETTLEMENT OF TRAVEL VOUCHERS. THE AWARDS SPONSORS DO NOT HAVE THE ABILITY TO ISSUE TDY OR OTHER PAYMENTS AT THE CEREMONY SITE.****

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3. A planned participation schedule (Encl 1) with the breakdown of ticket costs (conference registration fees) for the IFSEA conference functions is provided. All DA funded attendees are required to complete the participation sheet and return it to the Connelly staff. This should be faxed NLT 16 February 2007 to the Connelly Office at (804) 734-3681 or DSN 687-3681 in order to provide IFSEA a better indication of the number of military guests expected at each event for meal guarantee purposes.
4. DA funded Philip A. Connelly representatives will prepare TDY orders as follows: The appropriated fund citation to cover travel and per diem is the responsibility of USAQMC&S and DA Army G-4.
  - a. The unit will complete lines 1 through 18 of DD Form 1610 (See Encl 4). Please be sure to follow guidance in enclosure 4. DD Form 1610s that are not completed accurately will be returned for completion.
  - b. Once the DD Form 1610 is completed, you must have your requesting official (*unit commander*) sign block 17. Block 18 will be signed at the DA level (signature block is as on Encl 4).
  - c. The completed and signed DD Form 1610 must be faxed to the USAQMC&S, Connelly Office NLT 16 February 2007. The FAX number is DSN 687-3681 or commercial (804) 734-3681, ATTN: Connelly Office. **Include a return mailing and e-mail address for the POC so that the DD1610 can be returned in a timely manner.**
5. Command representatives, not funded by DA G-4, who wish to attend the ceremony are permitted to do so with the sanction of and funding by their commands. These individuals may register for tickets at the cost of \$105 for the Connelly Ceremony from IFSEA. For those who will not be arriving in Kansas City until the day of the ceremony, advanced tickets can be purchased from IFSEA through their on-line registration at [www.ifsea.com](http://www.ifsea.com) or by calling Carri Edwards at 502-583-3783, **ext 236** or e-mail: [cedwards@hqtrs.com](mailto:cedwards@hqtrs.com). All General Officers attending will be seated at the VIP tables. It is suggested that General Officer's tickets be purchased in advance. The purchaser should request that the tickets be put in an envelope with the individual's name on it and given to the SFC Jackson in the Army Operations Center until you arrive and can pick them up. You should also give the Connelly Office the name(s) of these individuals so we can ensure receipt of these tickets.

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6. In filing TDY vouchers, DA funded attendees who will be receiving complementary ticket for meals, are reminded that those meals will be deducted from per diem. These meals must be listed in Blocks 19a. and b on DD Form 1351-2. (Travel Voucher or Subvoucher Form). **DA funded representatives must submit DD Form 1351-2 (Travel Voucher or Subvoucher) with the original receipts within 5 days of receipt to their DFAS.**

7. Lodging/Reservations:

a. Lodging arrangements have been made for ***all*** attendees funded by the Connelly Office at the Kansas City, Marriott Downtown, located at 200 West 12<sup>th</sup> Street, Kansas City, MO 64105, 28 March - 1 April 2007 at a conference rate of \$96.00.

**RESERVATIONS FOR ALL PERSONNEL ATTENDING THE JOINT SERVICES AWARD CEREMONY MUST BE MADE THROUGH THE CONNELLY OFFICE. NO EXCEPTIONS WILL BE MADE.** Every effort will be made to accommodate individual requirements (provided requests are made no later than 16 February 2007). Attendees are required to complete Encl 3 and return to the Connelly staff.

b. **Command personnel not funded by DA G-4, must request reservations through the Connelly staff using the hotel information sheet provided (Encl 3).** *Any room charges accrued because of unreported or late cancellations or date changes will be the responsibility of the individual.*

c. Alternate Lodging Options: Command sponsored guests who obtain lodging in a hotel other than the Kansas City Marriott Downtown should coordinate their intent with the Connelly office.

d. **Upon arrival, all Army personnel will report to the Army Operations Center in the Mary Lou Williams Room, located upstairs on the second floor of the Kansas City Marriott Downtown.**

8. Flight Information:

a. Pickup for VIPs and General Officers will only be accomplished from Kansas City, MO International Airport by the DA Connelly Staff. Transportation to the ceremony site will be the individual's responsibility. There are airport shuttles available for trips to the hotel.

b. **Please provide flight information, arrival and departure dates and times to the Connelly office as soon as possible.**

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9. Specific Actions Required of Winning/Runner-up Units:

a. Immediately upon notification of winner/runner-up status, advise Connelly Staff at (804) 734-3029 or DSN 687-3029 of the names of representatives to attend the IFSEA conference.

b. **All DA G-4 funded unit representatives will report on 29 March 2007 in the Big Joe Turner Room located on the second floor of the Kansas City Marriott Downtown to attend the Conference Orientation Meeting unless otherwise directed. The Class A uniform or dress blues that will be worn during the ceremony, with all awards, will be worn to the meeting.** During the meeting, a public affairs representative will interview representatives from the winning units. A Hometown News Release form will be filled out during the meeting by all winners and runners-up to assist PAO in completing this action. Command funded unit representatives may attend the meeting if desired.

c. The Food Operations Sergeant or Cook representative of winning and runner-up units are responsible for transporting the trophy bowl or plaque to their home station. Travel orders should reflect excess baggage authorization for that purpose. **Advise the Connelly Office of which person has been designated to transport the award.**

d. Once the DA sponsored travelers have been selected and notified travel orders will be prepared by the unit sending selected representatives to the Joint Services Award Ceremony (and to the scholarship award training institute, if appropriate). This year, the Food Operations Sergeants of Garrison, Active Army Field, Reserve and National Guard winning and runner-up units will receive an award of five days advanced training provided by Johnson and Wales University in Denver, Colorado from 21-27 March 2007. Further information regarding rental cars and assigned drivers will be dispatched prior to attendees arrival in Denver, Colorado. DA funded personnel will report to the Army Operations Center NLT 28 March 2007. Travelers will depart the ceremony site on 1 April 2007.

10. Appropriate Clothing for IFSEA Conference:

a. **DAYWEAR – Officers, NCOs and Enlisted Soldiers: Class B uniform with nametag. Appropriate civilian casual wear will be indicated on the program schedule.**

b. **FORMAL WEAR – The Joint Services Award Ceremony and the IFSEA Grand Ball are formal events for 2007. Appropriate uniforms are:**

(1) Officers – Mess Blues/Dress Blues.

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(2) NCOs/Enlisted – Dress Blues or Class A Uniform w/White Shirt and Black Bow Tie.

11. Command representatives and scholarship recipients are encouraged to submit opinions and comments regarding the Connelly Program and attendance at the Joint Food Service Awards Ceremony and Johnson and Wales University, as appropriate, to: Quartermaster Center and School, Army Center of Excellence, Subsistence, Room#311A, Connelly Program Office, 1201 22d Street, Fort Lee, Virginia 23801.

//Original Signed//

DAVID K. ALLEN

MAJ(P), QM

Director, Army Center of Excellence,  
Subsistence

Encls

PROPOSED 2007 SCHEDULE OF EVENTS  
INTERNATIONAL FOOD SERVICE EXECUTIVES ASSOCIATION CONFERENCE  
AND THE DEPARTMENT OF THE ARMY PHILIP A. CONNELLY AWARDS CEREMONY

Kansas City Marriott - Downtown  
200 West 12<sup>th</sup> Street  
Kansas City, Missouri 64105  
(816) 855-4405

<u>FUNCTION</u>	<u>TIME/LOCATION</u>	<u>ATTENDANCE</u>	<u>TICKET COST</u>
<b><u>Thursday – 29 March 2007</u></b>			
MCFE, CFE or CFM Class Test	0800 –1700 TBD	Funded by Unit or Individual	\$150.00
Army Briefing	0730 --1030 TBD		
Friends of Worthy Goal meeting	0900 – 1200 TBD		
PAO Briefing	1030 – 1300 TBD		
IFSEA Candidates Forum	1400-1430		
Military/IFSEA Meeting	1700 –1800 TBD	Military Coordinators	
Student Orientation	1700-1800		
Military Evaluators Alumni Association /Travelers Meeting	1700 – 1800 TBD		
New Member / First Time Attendee Reception	1800-1900		
<b>Welcome Reception *</b>	<b>1900 - 2200 TBD</b>	<b>Mandatory All DA Funded</b>	<b>\$ 55.00</b>

<u>FUNCTION</u>	<u>TIME/LOCATION</u>	<u>ATTENDANCE</u>	<u>TICKET COST</u>
<b><u>Friday, March 30, 2007</u></b>			
Partner Recognition Breakfast	0830 – 0930 TBD	Funded by unit or individual	\$ 0.00
Chairman's Welcome	0930 -0945		
"Getting the Most Out of Your Business" <i>-James R. Walter</i>	0945 -1045		
<b>Trade Show</b>	<b>1100 – 1600</b>	<b>Mandatory</b>	
"How to Grow Your Local IFSEA Chapter" <i>-James R. Walter</i>	1600 -1730		
"So You Want to be a Catering Event Manager" <i>-Barbara Sadler, MCFE</i>	1545 -1645 TBD		
Awards Committee Meeting	1600 – 1700 TBD		
IFSEA Chairman's Celebration Reception	1800 -1900 TBD		
<b>IFSEA'S Celebration Dinner</b>	<b>1900 – 2200 TBD</b>		<b>\$105.00</b>
After Hours Hospitality	2200-0100		

<u>FUNCTION</u>	<u>TIME/LOCATION</u>	<u>ATTENDANCE</u>	<u>TICKET COST</u>
<b><u>Saturday, March 31, 2007</u></b>			
<b>Power Networking breakfast</b>	0830 – 0900		
<b>Joint Service Awards Rehearsal</b>	<b>0800 – 1800</b>	<b>Mandatory All DA Funded</b>	
“Looking Forward: Emergency Preparedness-Future Disasters” -Char Norton, MS, RD,LD , FADA FCSI, CFE, FHCFA -Barry Robinson	0900-1030 TBD		
“Pandemic Preparedness: What Every Foodservice Executive Should Know” -Jorge Hernandez	1100-1230 TBD		
“Building a Student Portfolio: Keys for Success” -Agnew Hopkins, MCFE, CHE -Lyn Woodruff, MBA, CHE, FMP	1100-1230 TBD		
Awards Luncheon	1245 - 1430		
Foodservice Leadership in the 21 <sup>st</sup> Century -Karl J. Guggenmos, MBA, AAC, CMC Germany	1415-1530		
“Make a Difference...by Being the Difference” -Larry Brown, DODG, CFE, CPFB	1415-1530		
CFE Knowledge Bowl	1545 – 1645		
<b>Army/DSCP Awards</b>	<b>1600 – 1700 TBD</b>	<b>Mandatory ALL DA Funded</b>	
Military Awards Reception	1730 – 1830		
<b>U. S. Military Awards Dinner</b>	1830 – 2200	<b>Mandatory All DA Funded</b>	\$105.00



<u>FUNCTION</u>	<u>TIME/LOCATION</u>	<u>ATTENDANCE</u>	<u>TICKET COST</u>
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**Sunday, April 1, 2006**

<b>Farewell Breakfast</b>	0900 – 1000		\$ 0.00
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**Connelly Winners/Runners-up Depart**

**\*\*\*Note:** All information is subject to change.

**\*The Certification Test Review and test are NOT included in the Fee. Cost is \$150.00 for the seminar and anyone of the CFM, CFE or tests.**

**NOTES**

1. Function tickets may be purchased individually or as a book of tickets for \$295 if purchased before 1 March 2007 (or \$335 otherwise) for all events. You may purchase only three dinners for the price of \$265. The price of meals includes all conference expenses, such as speakers, entertainment, ribbons/badges, shipping, etc.

2. All functions will be held at the Kansas City Marriott- Downtown at the Ballroom Convention Center.

3. “Optional” indicates functions that are not military related, however, participation in all functions is highly encouraged and “Mandatory” for all DA sponsored unit representatives.

4. The uniform for the Joint Service and the IFSEA Grand Ball:

Head Table Participants: Formal wear is mandatory.  
 Army - Mess Blues or Dress Blues  
 Civilians - Black Tie

Audience Guests: Civilian - Black Tie is optional at all events.  
 Military - Formal Dress is mandatory for all events  
 (Officers - Mess White/Mess Blues/Blues and Enlisted Dress Blues,  
 or Class A's w/White Shirt and Bow Tie).

Seminars: Military - Class B uniform

Unit Briefing: DA funded personnel will wear the same uniform as they will wear to the Joint Services Awards Ceremony.

5. The Army Operations Center will be located in the Mary Lou Williams Room at the Kansas City Marriott - Downtown, 200 West 12<sup>th</sup> Street, Kansas City, Missouri 64105 and ask for the Army Operations Center.

PLANNED PARTICIPATION SCHEDULE  
2007 SCHEDULE OF EVENTS  
IFSEA INTERNATIONAL CONFERENCE AND CONNELLY CEREMONY  
*SUSPENSE: 16 February 2007*

NAME/RANK: \_\_\_\_\_

COMPLETE UNIT ADDRESS: \_\_\_\_\_

DUTY PHONE: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

DATE/TIME/ROOM	FUNCTION	PLAN TO ATTEND		COST
		YES	NO	
<b><u>Thursday, 29 March 2007</u></b>				
<b>1900 - 2200</b>	<b><i>Welcome Reception</i></b>	___	___	<b>\$55</b>
<b><u>Friday, 30 March 2007</u></b>				
0830-0930	Partner Recognition Breakfast	___	___	\$0
1900-2200	IFSEA Celebration Dinner	___	___	\$105
<b><u>Saturday, 31 March 2007</u></b>				
0830-0900	Power Networking Breakfast	___	___	\$0
1245 – 1430	Accolades Luncheon	___	___	\$45
<b>1830 - 2200</b>	<b><i>Joint Services Reception Awards Ceremony and Dinner</i></b>	___	___	<b>\$105</b>
<b><u>Sunday, 1 April 2007</u></b>				
1100-1230	Farewell Breakfast	___	___	\$0

A separate form should be completed by each attendee (to include spouses) please annotate if it is a spouse or family member requiring them to be seated with you) in order for IFSEA to plan for seating and hotel meal guarantees. Forms must be returned to the Connelly Office at: Director, Quartermaster Center and School, Army Center of Excellence, Subsistence, ATTN: ATSM CES P (SFC Natasha N. Jackson), 1201 22d Street, Fort Lee, Virginia 23801-1601 or FAX to (804) 734-3681 DSN 687-3681, ATTN: SFC Natasha N. Jackson along with the hotel reservation sheet by **16 February 2007**.

Encl 2



### **HOTEL INFORMATION**

NAME: \_\_\_\_\_

UNIT: \_\_\_\_\_

POC: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_

SMOKING OR NON-SMOKING ROOM: \_\_\_\_\_

*\*IF TWO PEOPLE ARE SHARING 1 ROOM, LIST BOTH NAMES*

### **FLIGHT INFORMATION**

#### **ARRIVAL:**

#### **DEPARTURE:**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

FLIGHT #: \_\_\_\_\_

FLIGHT #: \_\_\_\_\_

AIRLINE: \_\_\_\_\_

AIRLINE: \_\_\_\_\_

TIME: \_\_\_\_\_

TIME: \_\_\_\_\_

*\* IF MORE THAN ONE PERSON IS ARRIVING ON THE SAME FLIGHT, LIST THEM ON SEPARATE INFORMATION SHEET*

A separate form should be completed by each attendee (to include spouses (please annotate if it is a spouse or family member requiring them to be seated with you) in order for IFSEA to plan for seating and hotel meal guarantees. Forms must be returned to the Connelly Office at: Director, Quartermaster Center and School, Army Center of Excellence, Subsistence, ATTN: ATSM CES P (SFC Natasha N. Jackson)), 1201 22d Street, Fort Lee, Virginia 23801-1601 or FAX to (804) 734-3681 DSN 687-3681, ATTN: SFC Natasha N. Jackson along with the hotel reservation sheet by **16 February 2007**.

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)						<b>1. DATE OF REQUEST</b> (YYYYMMDD) DATE	
<b>REQUEST FOR OFFICIAL TRAVEL</b>							
<b>2. NAME</b> (Last, First, Middle Initial) (Full Name of Traveler) DOE, JOHN D			<b>3. SOCIAL SECURITY NUMBER</b> 123-45-6789		<b>4. POSITION TITLE AND GRADE/RATING</b> Position (i.e. FOS, First Cook, etc) Grade/ Rank (i.e Cook, SGT/E-5)		
<b>5. LOCATION OF PERMANENT DUTY STATION (PDS)</b> (Full Unit Address to include 9 digit Zip Code) HHC 3/126 Artillery, Fort Life, US 12345-1234				<b>6. ORGANIZATIONAL ELEMENT</b>		<b>7. DUTY PHONE NUMBER</b> (Include Area Code) Unit Phone Number	
<b>8. TYPE OF AUTHORIZATION</b> TDY		<b>9. TDY PURPOSE</b> (See JTR, Appendix H) To attend DA Philip A. Connolly Awards Ceremony		<b>10a. APPROX. NO. OF TDY DAYS</b> (Including travel time) 0		<b>b. PROCEED DATE</b> (YYYYMMDD) Proceed Date	
<b>11. ITINERARY</b> <input type="checkbox"/> VARIATION AUTHORIZED FROM: FORT ?????? TO: KANSAS CITY, MISSOURI RETURN TO: FORT ??????							
<b>12. TRANSPORTATION MODE</b>							
<b>a. COMMERCIAL</b> RAIL <input type="checkbox"/> AIR <input checked="" type="checkbox"/> BUS <input type="checkbox"/> SHIP <input type="checkbox"/>				<b>b. GOVERNMENT</b> AIR <input type="checkbox"/> VEHICLE <input type="checkbox"/> SHIP <input type="checkbox"/>		<b>c. LOCAL TRANSPORTATION</b> CAR RENTAL <input type="checkbox"/> TAXI <input type="checkbox"/> OTHER <input type="checkbox"/>	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____ <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR			
<b>13.</b> <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM (Specify)			
<b>14. ESTIMATED COST</b>						<b>15. ADVANCE AUTHORIZED</b>	
a. PER DIEM \$ 0.00		b. TRAVEL \$ 0.00		c. OTHER \$ 0.00		d. TOTAL \$	
<b>16. REMARKS</b> (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Traveler is/is not eligible and does/does not possess government charge card. Travel voucher must be filed within 5 days of completion of TDY, to Quartermaster Center and School, ACES, Room# 311A, Connolly Program Office, 1201 22nd Street, Fort Lee, Virginia 23801-1601. A copy of the final statement voucher must be submitted to the same address upon receipt. POV authorized to and from airport. Government facility is not available. EXCESS BAGGAGE AUTHORIZED (ONLY ON THE ORDERS OF THE INDIVIDUAL TRANSPORTING AWARD BACK)							
<b>17. TRAVEL-REQUESTING OFFICIAL</b> (Title and signature) Your Unit Authorizing Official (Unit Commander)				<b>18. TRAVEL-APPROVING/DIRECTING OFFICIAL</b> (Title and signature) REBECA SAMSON, COL, GS, CHIEF, TROOP SUPPORT			
<b>AUTHORIZATION</b>							
<b>19. ACCOUNTING CITATION</b> (LEAVE BLANK) CONNELLY OFFICE WILL FILL IN FOR DA FUNDED INDIVIDUALS. COMMAND SPONSORED PERSONNEL WILL USE THEIR UNIT ACCOUNTING FUNDED SITE INFORMATION							
<b>20. AUTHORIZING/ORDER-ISSUING OFFICIAL</b> (Title and signature) FOR THE DEPUTY CHIEF OF STAFF, G-4 GABRIEL TYLER, ASSISTANT EXECUTIVE OFFICER						<b>21. DATE ISSUED</b> (YYYYMMDD) (LEAVE BLANK)	
						<b>22. TRAVEL AUTHORIZATION NUMBER</b> (LEAVE BLANK)	